

United States Department of Agriculture
Animal and Plant Health Inspection Service

Directive 417.4
1/30/84

FOREIGN SERVICE MEDICALS AND WAIVERS

I. PURPOSE

This Directive outlines regulations and procedures concerning medical requirements applicable to APHIS Foreign Service employees and their eligible dependents.

II. GENERAL

The Foreign Service Act of 1980 establishes a health care program to promote and maintain the physical and mental health of members of the service and their families.

III. POLICY

The medical policy of the Department of State (DS) is to provide the best possible medical care for all agencies participating in the Department of State Medical Program. APHIS participates in the program by agreement with the DS.

IV. MEDICAL EXAMINATION REQUIREMENTS

A. Valid Medical Clearances. Medical clearances and/or waivers are valid for 2 years, except when an illness or injury occurs. The employee and/or dependent must then be reevaluated and a new medical clearance or waiver obtained.

B. Preemployment and Conversion Requirements to Foreign Service.

1. All Foreign Service employees and their eligible dependents must receive a valid medical clearance or waiver by the DS, Office of Medical Service (MED), before completion of appointment action.

2. If appointment is delayed beyond 6 months after medical clearance or waiver date, a review of medical eligibility must be obtained.

C. During Employment at Foreign Post. All Foreign Service employees and dependents must:

1. Take medical examinations every 2 years.

2. Take medical examinations upon return to the United States for assignment, separation, or home leave. The examination must be taken either:

- within 60 to 90 days before departure from the post if adequate medical facilities are available within the foreign country; or
- in the United States at the beginning of home leave period.

3. Complete home leave examinations in ample time for the MED to evaluate medicals before returning to foreign post.

- Employees and dependents on home leave will not return to a foreign post until they obtain a medical clearance.
- Neither administrative leave nor per diem will be authorized for an employee or dependents waiting for medical clearances.

4. Obtain a reevaluation of their medical examination upon reassignment to a new post if they hold a number 2 medical clearance or an administrative waiver.

D. During Employment in the United States.

1. All Foreign Service employees and dependents must take medical examinations every 2 years.

2. If foreign assignment is pending or imminent and there is reason to believe that conditions have changed since the last medical examinations were taken, updated examinations may be required before assignment can be made.

E. Detail (TDY) Examination. A Foreign Service employee is required to have a valid medical clearance (including high altitude test) or waiver before proceeding abroad on a temporary assignment.

F. Special Examination.

1. A special examination for either an employee or dependents may be ordered at any time for injury or illness resulting in absence from post.

2. In such cases, employees or dependents must obtain medical clearance before returning to post.

V. WAIVER OF MEDICAL CLEARANCE

The medical clearance requirement may be administratively waived for an employee under consideration for a foreign assignment, or one who is in the United States on home leave or for medical care. A medical clearance also may be waived for a dependent. The Agency has the right to deny consideration of a waiver.

A. Waiver Conditions are as Follows:

1. A foreign assignment will not involve undue personal risk to the employee;
2. Adequate medical skills and/or facilities exist at post;
3. The medical problem does not indicate the likelihood of substantial interruptions to duty by excessive use of sick leave and/or undue costs for medical treatment/evacuation;
4. The assignment abroad is in the interest of the Government; and
5. Such an administrative waiver will not have an adverse effect on the employee's medical benefits under the Foreign Service Act.

B. Procedures. Upon denial of an employee's and/or dependent's medical clearance by the DS, MED, the appropriate program may consider a waiver if the employee and/or dependent concurs. The employee and/or dependent must provide the International Programs Management and Liaison Staff (IPMLS) with a notarized statement authorizing the APHIS Employment Review Committee access to their medical records at MED, in consultation with a physician in the Office of the Director of Medical Clearances.

“I, (your name) hereby authorize the Department of State Medical Division to release medical information in my medical records to the U.S. Department of Agriculture Employment Review Committee for consideration of a medical waiver.”

The APHIS Employment Review Committee (designated by the Director of Human Resources Division) will make a recommendation to the appropriate program Assistant Deputy Administrator, who will make the final determination for approving/disapproving a medical waiver.

VI. EXAMINATION FACILITIES

A. U.S. Government Facilities. Medicals should normally be conducted by the DS, MED, Washington, DC, or by medical facilities of the Army, Navy, Air Force., Public Health Service, or other U.S. Government agency medical facilities. A child under 12 years of age is not authorized to be examined at the MEE, but must be examined by a private pediatrician.

B. Private Physician or Clinic. Medical examinations may be authorized by a private physician or clinic if the Employee and/or dependents reside more than 25 miles from the nearest Government facility or an appointment cannot be obtained within 5 calendar days.

C. Examinations in Foreign Countries. If adequate medical skills and facilities exist in a foreign country, medical examinations should be conducted abroad prior to a home leave tour or assignment to a new post. United States Embassies and Consulates maintain an approved list of satisfactory medical facilities and physicians. if a U.S. Government medical facility exists near a post of assignment, examinations may also be arranged.

VII. PAYMENT OF EXPENSES

A. Examinations Within the United States. Employees will usually pay the private physician and/or clinic directly and be reimbursed upon sending Form DSL-820, Medical Authorization Form, (provided by IPMLS) and medical examination bills to the DS, MED for approval. The DS then submits the bills to APHIS for reimbursement.

B. Examinations in Foreign Countries. Arrangements for payment of authorized examinations may vary in some countries depending on the location where the medicals are administered. When examinations are administered in a city where an Embassy or Consulate is located, the Embassy will be authorized to pay the examining facility by charging the costs to the appropriate APHIS accounting code. All other payments for medicals must be made by the employee directly to the examining facility and/or physician at the completion of the examination. An employee is reimbursed by sending Form DSL-820, and medical examination bills to the DS, MED for approval. The DS then submits the bills to APHIS for reimbursement.

VIII. FORMS REQUIRED

A. Form DSL-820, Medical Authorization Form. IPMLS issues this form to authorize examination of employees and their dependents. It is required in all cases except examinations administered at DS, MED.

B. Optional Form 264, Medical History and Examination for Foreign Service. This form is used for medical Examinations for employees and their dependents 12 years and older.

C. Form DS-1622, Medical Examination of Dependent Under Twelve. To be executed for all dependents under 12 years of age.

D. Form DS-1635, Personal Health Certificate. When an appointment is delayed beyond 6 months after the date of a medical clearance, a review of the employee and dependents' medical eligibility must be submitted to IPMLS. If an illness or injury is reported on the form, the form must be submitted to the DS, MED, for review and revalidation and/or rescission of medical clearance pending further information or examination.

E. Form AD-751 or AD-752, Authorization for Medical Examination and SF-78, Certificate of Medical Examination. Employees restricted to assignment to low altitude posts shall receive a pulmonary function test or appropriate tests as required on the above AD Forms when traveling to high altitude posts (5,000 feet and above) at least once every 6 months. Employees traveling or going on detail (TDY) to high altitude posts must also use the above forms for clearance.

/s/ Bert W. Hawkins
Administrator